

## DEPARTMENT OF JUSTICE

### Division of Criminal Investigation

#### Department Division Program Contacts:

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The Division of Criminal Investigation provides professional investigative and related public safety services to local, state and federal law enforcement and fire service agencies. DCI services include major case investigations, narcotics investigations, white-collar crime and computer crime investigations, fire and life safety inspections, arson investigations, intelligence and analytical support. We also provide training for local law enforcement officers, corrections officers and public safety communicators through basic, intermediate and professional training programs hosted by Montana's Law Enforcement Academy.

#### How Services are Provided:

##### Investigations Bureau

Major Case Unit- this unit provides investigative assistance at the request of local law enforcement or prosecutors. Requests range from assistance on homicide cases to internal affairs, embezzlement or worker's compensation fraud.

Medicaid Fraud Unit- this unit investigates allegations of Medicaid fraud as well as patient abuse/neglect and exploitation cases. Investigations referred to this unit often come from the Department of Health and Human Services.

State Fire Marshal's Office- this office assists local fire departments and law enforcement agencies with fire investigations and conducts life safety inspections for local jurisdictions that do not have fire inspections resources. The office also provides fire code interpretation assistance to local fire departments and collaborates with them on public education materials.

Special Investigations Unit- These services include: computer crime investigative and forensic services, managing the sexual or violent offender state registry, tracking and identifying noncompliant sex offenders.

##### Investigative Support Bureau

This bureau provides a variety of support services to the state's law enforcement agencies. Manages the state's intelligence unit which provides analytical support for law enforcement agencies, managing the state's Amber Alert Program and participating in the Joint Terrorism Task Force.

The Criminal Records and Identification Services Section- collects and stores criminal history information, provides fingerprint identification, and disseminates this information to law enforcement agencies and others lawfully entitled to receive it. Criminal records are used in a number of critical areas: issuing weapons permits; determining criminal sentences; completing background checks for public employment; making recommendations for parole and probation; and assisting prosecutors in criminal cases.

## **Narcotics Bureau**

The bureau manages five enforcement teams located throughout the state and is responsible for conducting narcotics investigations. The teams are well-trained in undercover operations, clandestine lab investigations and conspiracy investigations. The bureau investigators often conduct investigative work in all 56 of Montana counties.

## **Montana's Law Enforcement Academy**

The Law Enforcement Academy provides basic training for law enforcement, corrections and dispatchers. All new law enforcement officers, corrections officers and public safety communicators (dispatchers) receive their initial training at the Law Enforcement Academy. The Academy also provides other professional or regional courses designed to meet the needs of local law enforcement agencies.

Department of Justice  
Centralized Services Division  
Adjusted Base Funding Shift

Fund	FY 2008 Base	Percent	FY 2008 Adj. Base	Percent	Adj Base at Base Perc.	Difference
General Fund	\$418,947	36.3%	\$516,900	39.9%	\$470,885	(\$46,015)
State Special	668,119	57.9%	707,292	54.6%	750,947	43,655
Federal	0	0.0%	0	0.0%	0	0
Proprietary	<u>66,432</u>	5.8%	<u>72,307</u>	5.6%	<u>74,668</u>	<u>2,361</u>
	<u>\$1,153,498</u>	100.0%	<u>\$1,296,499</u>	100.0%	<u>\$1,296,499</u>	<u>\$0</u>

Department of Justice  
Central Services Division

**Program Contacts:**

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**Program Description**

**18.0 FTE**

**2010 Proposed Budget: \$1,297,056**

**2011 Proposed budget: \$1,228,591**

The Central Services Division provides centralized accounting, human resources, budget, and administrative support for the Department of Justice.

**Division Goals:**

Goal 1 - To provide the Department of Justice with personnel management tools to include recruitment, position classification, salary administration, grievance handling, personnel training & union negotiations in support of management and all department staff.

Goal 2 -To provide accounting functions to all divisions, bureaus and programs in accordance with generally accepted accounting principles and in compliance with state and federal laws and regulations.

Goal 3 - To protect the financial and property assets of the State of Montana under custody of the Department of Justice.

**Responsibilities & Tasks of the Division include the following:**

**General Accounting** - Provides accounts payable, accounts receivable, general ledger, fund reconciliation, account research, and accounting policy development to all department divisions and administratively attached entities. *Measurable objective - Pay all claims within two weeks of the date received. Reconcile all clearing accounts monthly, process all invoice obligations by month end.*

**Budget** - Prepare and monitor all department budgets in compliance with state laws. The Budget Unit assists the department in the preparation of the biennial budget, assists divisions in budget management, and is responsible for facilitating legislative and budgetary information between department staff throughout legislative sessions.

**Federal Grant Management** – Ensure fiscal compliance with all federal requirements imposed on grants awarded to the department. Submit federal financial reports quarterly to appropriate federal agency. *Measurable objective – All federal grant reports to be submitted within 45 days of the end of a reporting period.*

**Internal Controls** - Review, document and test all financial and property management internal controls.

**Pay Classification** - Implement and maintain a pay system competitive with relevant markets, including other state agencies. *Measurable objective – to have all position salary rates within three percent of the state average for comparable positions (dependent upon funding availability).*

**Performance Management** - Development and implement performance and competency components within the pay system. *Measurable objective - To have in place a data base which captures all scheduled performance reviews, results of the reviews and the date performed. This should be operational by June of 2010.*

**Training and Development** - Provide education & training on all department workforce development policies.

**Payroll** - Provide central payroll and employee benefit service to approximately 750 departmental employees.

**Purchasing** – Monitor and approve all major department purchases to insure that proper and legal procedures are followed.

**Contracts** - Monitor balances and ensure proper payment in accordance with contractual terms on most department financial contracts. The division maintains a department wide data base for all department contracts, accessible to all employees via the department's intranet.

**Risk Management** - Monitor department insurance coverage on all department facilities, and ensure coverage is appropriate for the asset insured. In cooperation with Risk Management/Dept of Admin to ensure the building and facilities are adequately maintained and procedures are in place to protect these valuable assets. *Measureable objective: Successful participation in the risk management program resulting in a reduction of insurance premiums.*

**SABHRS Security** – Monitor and control department staff access rights to SABHRS human resource and financial databases

**County Attorney Pay** – The division distributes general fund in support of the county attorney's salary in each of Montana's fifty-six counties.

**LFD Issue: Submitted Goals Different From those on Website.**

The division is undergoing a review of our goals and objectives. When this process is complete we will update the website with the revised goals and objectives.

**LFD Issue: Lack of measurable objectives**

Goals and measurable objectives are under review and will be updated and enhanced to include time lines and measurable benchmarks.

**LFD Issue: Funding Allocation**

A spreadsheet used to determine the funding of the Central Services Division has been delivered to the legislative staff of the subcommittee. The methodology used to determine the funding breakdown is based on a ratio of all funds appropriated to the department in the FY2008 base year – that ratio is then applied to the total budget of Central Services Division to determine the funding sources for the division.

**How money received last session was expended.**

There were no significant new proposals approved for the Central Services Division for the 2009 biennium. Accomplishments during this last biennium include: a successful outcome from the audit performed by the Legislative Audit Division; establishment of a centralized contract data base, completion of the documentation of internal controls for the department.

**Decision Packages for the 2011 Biennium**

DP2810 – State Special Funding Switch

This is no longer included in the Executive Budget.

DP6101 - Fixed Cost Workers Compensation Management Program Allocation

This is a fixed cost allocated to the Division to support the Workers' Compensation Management program located in the Department of Administration. This DP was approved by a vote of the House Appropriations Committee

NP08101 Vacancy Savings - Increase to 7 Percent.

Comments – Seven percent vacancy savings applied to the Central Services Division is the equivalent of 1.25 FTE (7% of 18.0 FTE).

Fiscal year 2008 overtime hours worked: 1220 hours or 0.60 FTE.